



Friday 11th July 2025

To: The Members of Whitwick Parish Council

(Chair Sue Colledge, Cllr Audrey Barker, Cllr Tony Barker, Cllr Amanda Briers, Cllr Phil Casson, Cllr Tony Gillard, Cllr Peter Moulton, Cllr Andy Roach, Cllr Ray Woodward, Cllr Michael Wyatt)

Dear Councillors,

NOTICE OF COUNCIL MEETING **WHITWICK PARISH COUNCIL**

I hereby give notice that the next full council meeting of Whitwick Parish Council will be held at:

Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville,
Leicestershire LE67 5HB on

Thursday 17th July 2025 at 7.00pm

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The public and press are invited to attend meetings of the Parish Council.

In accordance with The Openness of Local Government Bodies Regulations 2014 the meeting may be recorded by any form of audio, visual or electronic means.

To view the full agenda, please visit www.whitwickpc.org or contact our office team for a copy on 01530 459527 or email clerk@whitwickparishcouncil.gov.uk.

Sharon Kaye
Parish Clerk

Whitwick Community Office, 3a Market Place, Whitwick, Coalville, LE67 5DT
Phone: 01530 459527 Email: clerk@whitwickparishcouncil.gov.uk Website: www.whitwickpc.org.uk

AGENDA

1. APOLOGIES

To receive and approve apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any declarations of interest in regard to any agenda items.

3. COMMUNITY POLICING

Attendance at meeting by local PCSO or to receive and note any current report, if available
Dates of future beat surgeries to be provided.

4. COUNTY COUNCILLOR REPORT

To receive a report from the County Councillor, if any.
No report received.

APPENDIX A

5. DISTRICT COUNCILLOR'S REPORT

To receive reports from District Councillors, if any.
No reports received.

6. PUBLIC PARTICIPATION SESSION

To receive representation and questions from the public in respect of items of business on the agenda.

7. GRANT APPLICATION – WOODSTOCK IN WHITWICK

To approve a grant application for Woodstock in Whitwick's annual music festival.

APPENDIX B

8. COMMUNITY PROJECTS - Vehicle Activated Signs (VAS)

To receive and note the latest data published on <https://whitwickpc.org.uk/news/>
Talbot Street 5th June to 2nd July 2025
Thornborough Road 5th June to 2nd July 2025

APPENDIX C

9. RISK ASSESSMENT AND MANAGEMENT SCHEDULE 2025

To approve the 2025 Risk Assessment and General Management Schedule.

APPENDIX D

10. FINANCE – BANK BALANCES

To note the latest bank balances.

APPENDIX E

11. FINANCE – INCOME & EXPENDITURE

To note the income and expenditure reports for June 2025.

APPENDIX F (TABLED)

12. FINANCE – PAYMENTS

To approve payments to be made for July 2025.

APPENDIX G (TABLED)

13. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE MINUTES

To note the signed minutes of the PMGP Committee meeting held on:
Thursday 5th June 2025

APPENDIX H

14. MINUTES

To approve the minutes of the Council meetings, held on:
Thursday 20th March 2025
Thursday 15th May 2025 Annual Council
Thursday 5th June 2025
Thursday 19th June 2025
Thursday 10th July 2025

APPENDIX I
APPENDIX J
APPENDIX K
APPENDIX L
APPENDIX M

15. DATE OF NEXT MEETING

Thursday 18th September 2025 7pm Council Meeting

Thursday 16th October 2025 7pm Council Meeting

Thursday 20th November 2025 7pm Council Meeting

16. FUTURE AGENDA ITEMS

To note that all future agenda items should be raised with the Parish Clerk for consideration.

N.B. THIS IS A COUNCIL MEETING HELD IN PUBLIC AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.

Standing Order 5.8 states: Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

Report

DATE: 17.07.25

from Cllr Joseph Boam
County Councillor for
Whitwick Division
July 2025

Thank you for the opportunity to submit a short written report for this months Parish Meeting.

Since my last update, a major development has taken place at County Hall which I believe will make a real difference to Whitwick and beyond. As part of the Reform UK led Cabinet, we passed a motion to begin scrapping the wasteful Net STUPID Zero agenda. This has allowed us to redirect £2 million from the carbon reserve straight into something that actually matters: flooding prevention and response.

Flooding Support for Whitwick:

This is a significant win, but I want to make sure Whitwick benefits directly. I'm asking residents and the Parish Council to let me know where the worst flooding issues are locally, especially those that hit during the winter months or after heavy storms. If I can highlight those areas now, I'll push for some of the new funding to go towards targeted protection and maintenance work here.

Ongoing Work:

- Supporting Residents: I continue to pick up casework daily, recent examples include support with school transport, street lighting, and mobility access queries, to name a few.
- Pavement & Road Issues: Following on from my previous report, I've raised concerns about resurfacing work and pavement damage in several areas of the division.
- Social Care & Adult Services: In my Cabinet role, I'm reviewing how our services can be made more cost effective while improving care, ensuring resources are spent on people, not bureaucracy.

Working with the Parish Council:

As always, I'm keen to maintain a strong link with the Parish Council and local groups. Your local knowledge coupled with my own, helps me do my job better, and I'll keep making myself available when diary commitments allow.

Please don't hesitate to get in touch if you'd like to flag anything for action or flood risk hotspots I can feed into the system.

Best regards,

Cllr Joseph Boam
County Councillor for Whitwick Division
Cabinet Member for Adults & Communities
Deputy Leader of Leicestershire County Council
joseph.boam@leics.gov.uk

APPENDIX B

GRANT AID APPLICATION

WHITWICK PARISH COUNCIL

Please allow at least 6 weeks for your application to be considered.

Name of organisation or group:	Woodstock in Whitwick.
What are the aims and objectives of your organisation or group?	To raise funds which we donate to local organisations who work within our community and local individuals facing challenges whilst staging community events that are enjoyed by hundreds.
When was your organisation or group established?	2002
Is your organisation a Registered Charity?	Yes (Reg.No.) No <input checked="" type="checkbox"/>
Does your organisation or group have a constitution? If so, please provide a copy.	Yes <input checked="" type="checkbox"/> No
Does your organisation or group have a bank account? If so, please provide a copy of the latest bank statement?	Yes <input checked="" type="checkbox"/> No
If your organisation or group doesn't have a constitution or bank account, please explain why (eg you are a new organisation or group being formed).	
Briefly explain what you want to use the grant for? (Continue on separate sheet if necessary)	To help fund our annual music festival which is our main fundraising event of the year and provides family friendly entertainment for all.
Who will benefit? Will this include residents of Whitwick?	The good causes/individuals we donate to are all local. Our Bingo buddies monthly sessions are in Whitwick and the festival is in Whitwick.
What is the total cost of the project or activity?	£7,500.
How much are you asking the Parish Council for? (Up to £250)	£250.

GRANT AID APPLICATION**WHITWICK PARISH COUNCIL**

How will you raise the difference?	Ticket sales, sponsorship, donations
When do you expect to complete your project or activity?	16/8/25
Contact name:	[REDACTED]
Position within organisation:	Secretary
Address:	Woodstock in Whitwick. [REDACTED] Leics
Postcode:	[REDACTED]
Email:	[REDACTED]
Phone number:	[REDACTED]
If you are successful – please provide your bank details:	Name: [REDACTED] Bank Acct no: [REDACTED] Sort code: [REDACTED]

If you wish, please include any additional comments in support of your application.

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Please sign and date the form

Signed [REDACTED]

Date 1/7/25

When complete please return (with your constitution and bank statement) to Whitwick Parish Community Office, 3a Market Place, Whitwick, LE67 5DT or email to clerk@whitwickpc.org

APPENDIX C

Talbot Street Inbound 5jun-2jul25

For Project:
Project Notes:
Location/Name:
Report Generated:
Speed Intervals
Time Intervals
Traffic Report From
85th Percentile Speed
85th Percentile Vehicles
Max Speed
Total Vehicles
AADT:

Incoming
08/07/2025
5 MPH
Instant
01/05/2025
33.1 MPH
773024
65 MPH
909440
14369

13:09:52
10:00:00
through
03/07/2025
01:45:00
on
04/05/2025
16:59:59

Volumes -
weekly counts

Time	5 Day	7 Day
08:00	15419	14196
AM Peak	1364	1105
PM Peak	1390	1226

Speed
Speed Limit:
85th Percentile Speed:
50th Percentile Speed:
10 MPH Pace Interval:
Average Speed:

35
33.1
27.3
20.0 MPH
27.14
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

to
30.0 MPH

Count over limit
% over limit
Avg Speeder
Avg Speed

8444
6.4
38.7
6.4

10008
7.3
38.7
6.5

10352
7.2
38.7
6.3

9480
6.3
38.7
6.2

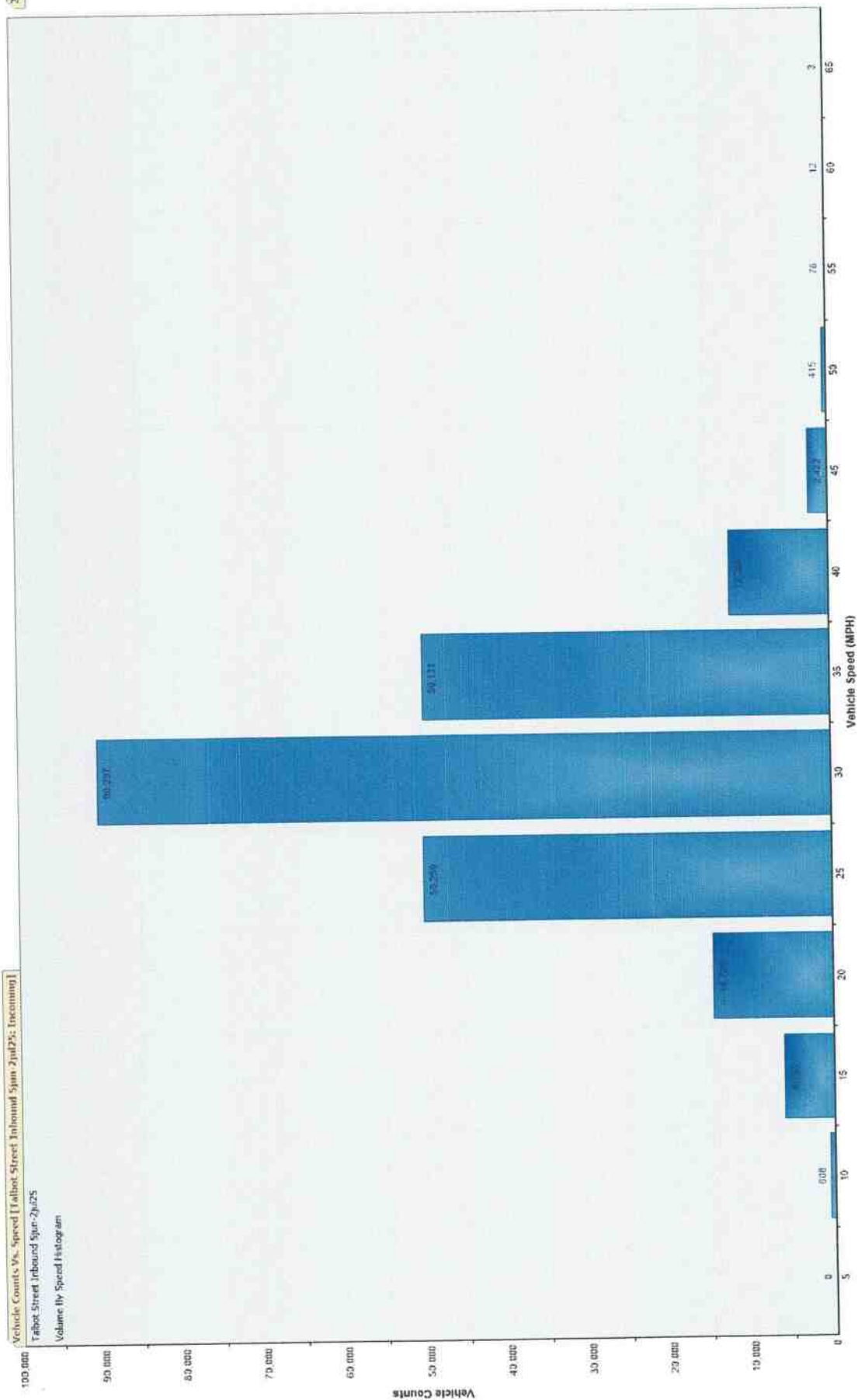
9092
6.3
38.7
6.4

7020
6.4
38.6
7.7

6332
6.9
38.7
8.3

Incoming Summary
Talbot Street Inbound 5jun-2jul25

from Thu-May-01-2025-10:00-AM to Thu-Jul-03-2025-04:59-PM



For Project: Talbot Street Outbound 5Jun-2Jul25

Project Notes:

Location/Name:

Report Generated:

Speed Intervals

Time Intervals

Traffic Report From

85th Percentile Speed

85th Percentile Vehicles

Max Speed

Total Vehicles

AADT:

Incoming
08/07/2025
5 MPH
11:18:01

Instant
01/05/2025
34.3 MPH
10:00:00
through
03/07/2025
16:59:59

176264
75 MPH
207370
3276
on
14/05/2025
06:10:00

Volumes -
weekly counts

Average Daily

AM Peak

PM Peak

Speed

Speed Limit:

85th Percentile Speed:

50th Percentile Speed:

10 MPH Pace Interval:

Average Speed:

Count over limit

% over limit

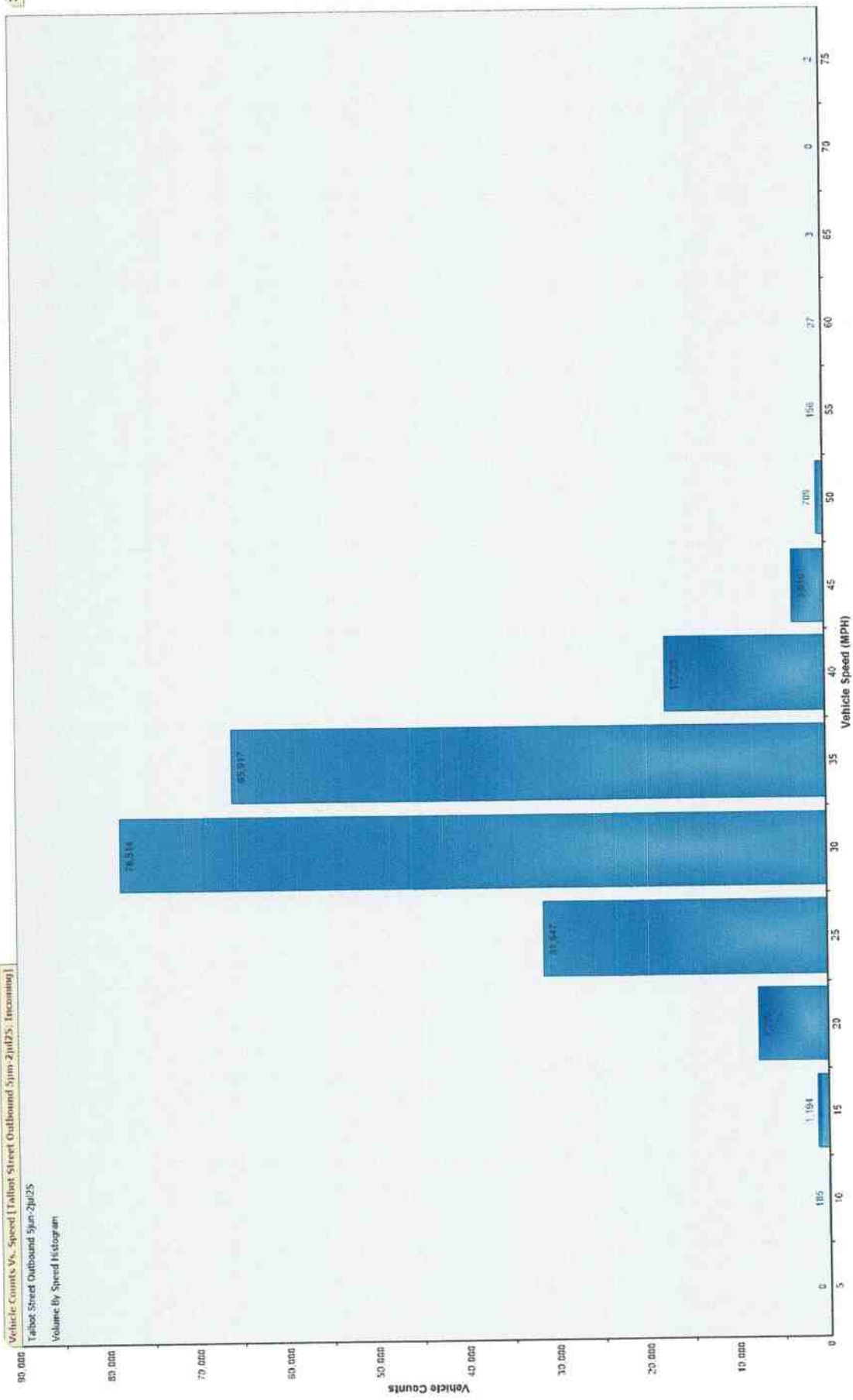
Avg Speeder

Avg Speed

Time	5 Day	7 Day
08:00	3511	3236
17:00	284	235
	309	267
35		
34.3		
29		
25.0 MPH		
29.06		
to		
35.0 MPH		
Monday	Tuesday	Wednesday
3210	3392	3350
10.9	10.7	10.1
38.7	38.8	38.8
7.6	7.5	7.3
Thursday	Friday	Saturday
3410	3330	2861
10.0	10.1	11.5
38.8	38.7	38.7
7.3	7.3	8.8
Sunday		
2683		
12.7		
38.9		
9.8		

Incoming Summary
Talbot Street Outbound 5Jun-2Jul25

from Thu-May-01-2025-10:00-AM to Thu-Jul-03-2025-04:59-PM



For Project:

Project Notes:

Location/Name

Report Generated:

Speed Intervals

Time intervals
speed intervalsTime Intervals
Traffic Report for

Tramc Reports from
of the Committee - 1900

85th Percentile Speed

85th Percent

Max Speed

Total Vehicles

AADT:

Volumes -

weekly counts

Time	5 Day	7 Day
Average Daily	10056	9354
AM Peak	1075	871
PM Peak	977	837

Speed

Speed Limit:

85th Percentile Speed:

50th Percentile Speed:

10 MPH Pace Interval:

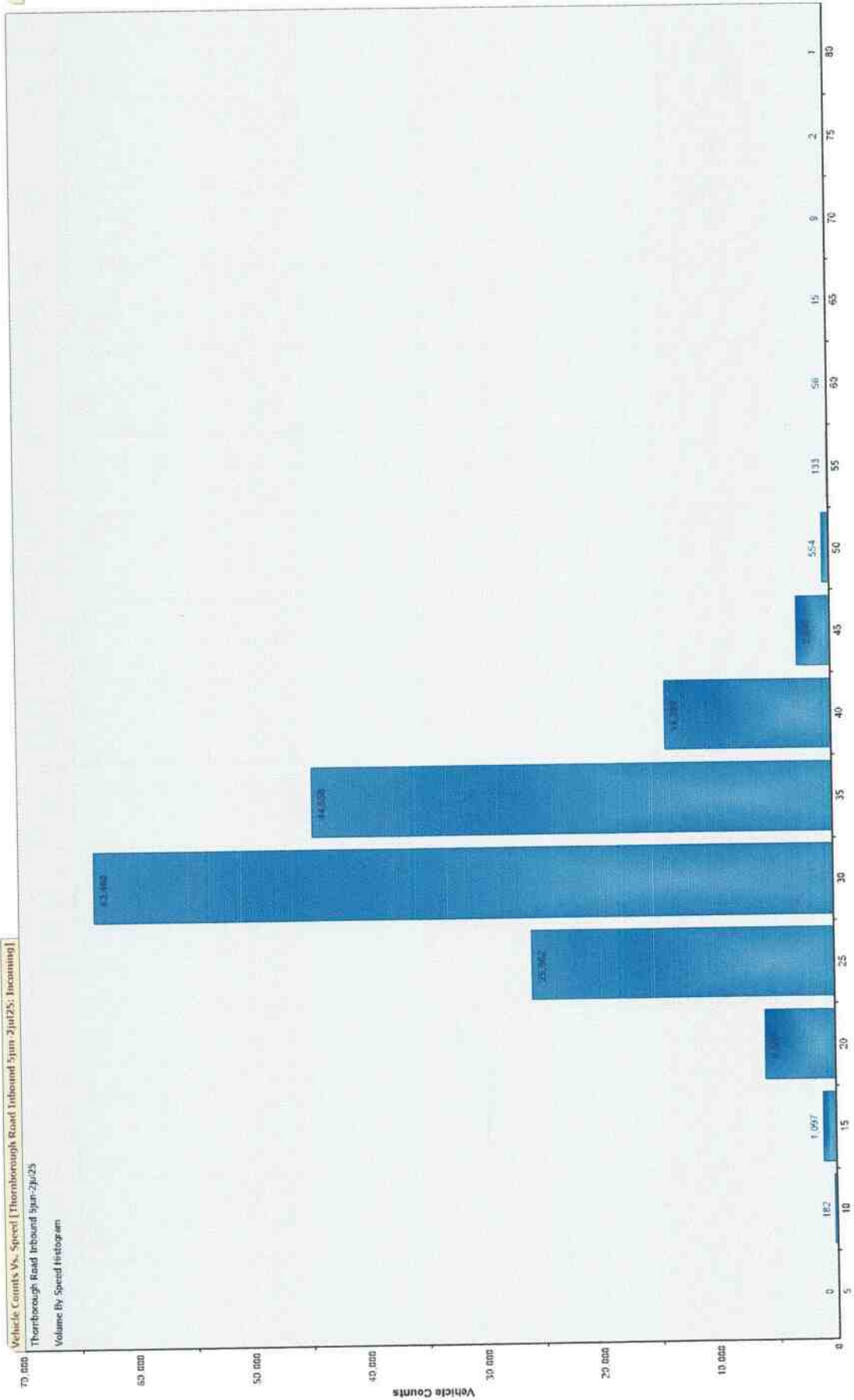
Average Speed:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Average Speed	6966	7371	7047	7581	10602	7419	6765
Count over limit							
% over limit	12.3	10.5	9.9	9.9	11.0	12.4	14.6
Avg Speeder	38.9	38.7	38.7	38.8	38.8	39.0	39.0
Avg Speed	7.5	6.8	6.5	6.9	6.9	8.2	9.4

Incoming Summary

Thornborough Road Inbound 5 Jun-2 Jul 25

from Thu-Apr-10-2025-12:00-PM to Thu-Jul-03-2025-01:59-PM

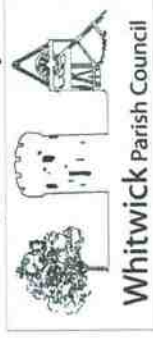


APPENDIX D

Date of last review – 20th June 2025

RISK ASSESSMENT AND MANAGEMENT SCHEDULE

Next review: May 2026



Introduction

Parish Council's should have in place a system to help manage risk. This system needs to be simple for the smallest parishes and more complex for the larger parish and town councils. A council's internal auditor can use this risk management system to help identify what tests to carry out as part of the audit.

Risk management is important. The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. Most parish council clerks will already be assessing and managing risks in some way or other, but there may be room to improve and document existing practices.

Parish council officers take a lead on advising the Council on risk management because risks threaten a council's ability to achieve its objectives. They should therefore ensure that they:

- Identify key risks facing the council
- Evaluate the potential to the council of one of these risks taking place; and
- Agree measures to avoid, reduce or control the risk or its consequence.

Every council is different and there is no such thing as a standard list of risks. There are however a number of common themes that are likely to emerge. These might include:

- Physical assets – buildings, equipment, IT hardware etc
- Finance – banking, loss of income, petty cash etc
- Injury to the public – in playgrounds and recreation grounds, in village halls, at burial grounds etc
- Complying with legal requirements – agendas and minutes, burial records etc
- Councillor propriety – declarations of interests, gifts and hospitality etc
- Staff - competence, fidelity and continuity

The Council needs to consider each of the possible risks under each of the identified schemes. For example physical assets could be lost as a result of fire or flood, damaged by vandals, stolen or simply deteriorate through lack of maintenance. All these risks can be minimized or transferred by various means, such as taking out insurance, securing alarms or by regular inspection and maintenance. In addition to identifying risk it is a good idea to make a judgment about likelihood of the risk occurring and its potential impact. Classification need be no more complicated than high, medium or low.

There are three main ways of managing risk:

- Take out insurance
- Work with another party to reduce the risk; or
- Manage the risk yourself

Risk Assessment key: 1 Low to 5 High.

Adopted: April 2015

RISK AREA	POTENTIAL RISK IDENTIFIED	LIKELIHOOD OF OCCURRENCE	POTENTIAL IMPACT	STEPS TO MITIGATE RISK (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)
Assets	Protection of physical assets (playground equipment and park buildings)	Medium 3	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	Playground equipment covered by all risks insurance Grounds Maintenance Contractor manages on behalf of PC	Current insurance policy. Management Agreement with Grounds Maintenance Contractor	Keep under review current cost of rebuilding main assets and update insurance policy.
Assets	Protection of physical assets (other buildings – Park Hall, railway station, former public conveniences)	Medium 3	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	Exterior covered by all risks insurance WHG responsible under Lease for contents insurance at Station Buy in professional H&S / risk assessment advisors Contents insurance for Office. Train Parish Clerk to IOSH standard.	Current insurance policy	Keep under review current cost of rebuilding main assets and update insurance policy. Introduce commissioning of annual building condition surveys. Keep under review future arrangements for Park Hall building and office. Assess Park Hall furniture for contents insurance. Separate risk Assessments needed.
Assets	Security of buildings, equipment etc	Medium 3	Cost of replacing damaged, destroyed or missing assets. Facilities out of use for a period.	Council laptops covered by all risks insurance. Regular external backup. Grounds Maintenance Contractor manages Park, rec grounds etc on behalf of PC	Current insurance policy. Management Agreement with Grounds Maintenance Contractor	Level and adequacy of insurance cover and effectiveness of laptop backup system kept under review. Review security of Park Hall building.
Assets	Maintenance of buildings, play-ground equipment, etc	Medium 3	Cost of repairs to deal with normal wear and tear of buildings, equipment, etc Risk of injury to users. Reputational risk and adverse publicity.	Inspection regime by Grounds Maintenance Contractor Asset Protection fund	Management Agreement with Grounds Maintenance Contractor Maintain inspection sheets	Regular visual inspections by staff. Build up asset protection fund separate to free reserves. Compile Forward Plan / Rolling Programme

RISK AREA	POTENTIAL RISK IDENTIFIED	LIKELIHOOD OF OCCURRENCE	POTENTIAL IMPACT	STEPS TO MITIGATE RISK (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)
Finance	Banking	Medium 3	Cash flow problems. Increased potential for fraud	Regular banking and reconciliation of statements. Mandate kept up to date.	Reconciled bank statements. Current bank mandate.	Review bank mandate to ensure cheque / BACS signatories are up to date.
Finance	Risk of consequential loss of income	Low 1	Loss of key data.	Adequate level of insurance cover. Any important documents scanned, originals to be kept in locked filing cabinet/cupboard in office.	Current insurance policy schedule. Data backup and cloud storage.	Review the need for consequential loss insurance cover. Storage of key documents should be in a fireproof lockable cabinet.
Finance	Loss of cash through theft or dishonesty	Low 1	Adverse publicity for the council on disclosure. Reputational risk. Financial loss.	No petty cash Adequate level of insurance cover, with a minimum of £10,000.	Insurance policy document Financial Regulations govern handling of cash (if any)	Review level of insurance relevant to size/activity of council.
Finance	Financial controls and records	Medium 3	Lack of control over the Council's assets. Higher likelihood of fraud or misappropriation of assets. Ineffective reporting. Qualified internal and external audit reports.	Accounts and asset register prepared on appropriate computerised accounting system. Bank reconciliations undertaken on a monthly basis. Expenditure payments approved by council. Two council signatories on cheques and BACS payments. Triple authority for any internet payments (two councillors and Parish Clerk)	Quarterly accounts statements internally monitored, signed and reported to Council. Bank reconciliation statements prepared monthly, signed by Parish Clerk. Approved signatories on bank mandate. Computerised asset register reconciled to agreed insurance values.	Update asset register for all future assets purchased. Annual review of Financial Regulations Annual review of Internal Monitoring policy
Finance	Compliance with HMRC regulations	Medium 2	Penalties and/or fines for late returns, errors on submissions etc. Reputational risk and adverse publicity.	Use external advice when necessary. Submit initial VAT return when £100 reached at least annually. Submit payroll end of year returns online, on time. Internal and external audit review.	VAT returns and workings. Payroll submission confirmations.	Ensure VAT period in the accounts is fully closed off after preparing the VAT return.

Date of last review – 20th June 2025

Next review: May 2026

RISK AREA	POTENTIAL RISK IDENTIFIED	LIKELIHOOD OF OCCURRENCE	POTENTIAL IMPACT	STEPS TO MITIGATE RISK (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)
Finance	Budgets supporting annual precept	Medium 2	Council receives less funding than is required to meet its obligations and objectives.	Council prepares detailed budget in late Autumn. Precept determined directly from this budget. Actual expenditure versus budget reported to Council.	Annual budget statements of council, with minuted approval. Budget versus actual statements with minuted approval.	
Finance	Inadequate Reserves / contingency fund	Med 2	Council unable to fund unplanned expenditure. Facilities taken out of commission	Level of reserves to be built up.	End of year accounts	Build up free reserves to 50% of budget by 2026.
Finance	Secretary of State introduces capping of parish precepts	Medium 2	Council prevented from increasing precept	Lobbying by NALC. Direct correspondence with local MP/Sec of State	Minutes	Keep under review.
Finance	Council Tax Support Grant withdrawn by Sec of State or not passed on by billing authority	Medium 3	Reduces income Reputation risk if precept increases	Maintain adequate reserves to avoid increase in precept	End of year balance	Monitor NALC/LRALC bulletins Liaison with NWLDC
Finance	Compliance with borrowing restrictions	Low 1	Council acting outside its powers	Justification for any additional borrowing fully reviewed and approved by Council	Internal and external audit reviews.	No new borrowing being considered at present.
Liability	Risk to third party, property or individuals	Medium 3	Funding cost of a successful action or claim against the Council. Reputational risk.	Public liability insurance cover: PC as owner Grounds Maintenance Contractor as manager	Current insurance policy. Management Agreement with Grounds Maintenance Contractor (£20M)	Review to ensure levels are adequate
Liability	Legal liability as a consequence of asset ownership (e.g. playgrounds, parks etc)	Medium 3	Funding cost of a successful action or claim against the Council. Reputational risk.	Public liability insurance cover: PC as owner Grounds Maintenance Contractor as manager	Current insurance policy. Management Agreement with Grounds Maintenance Contractor (£20M)	Review to ensure levels are adequate

Adopted: April 2015

RISK AREA	POTENTIAL RISK IDENTIFIED	LIKELIHOOD OF OCCURRENCE	POTENTIAL IMPACT	STEPS TO MITIGATE RISK (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)
Employer Liability	Non-compliance with employment law	Medium 3	Employee dissatisfaction and disputes, potentially leading to industrial tribunal. Potential TUPE obligations	Employer Liability Insurance. Relevant staff training and experience. Advice from relevant professional advisers and membership bodies e.g. LRALC Code of Conduct training for members	Staff qualifications and training records. Membership confirmation. Contractual arrangements with professional advisers.	Buy in professional HR advice as required
Employer Liability	Non-compliance with HMRC requirements	Medium 3	Fines and penalties for late returns, errors etc. HMRC investigations.	Relevant staff training and experience. Advice from HMRC as required. Internal and external audit reviews.	Records of HMRC returns and submissions.	
Employer Liability	Safety of staff and visitors	Low 1	Funding cost of a successful action or claim against the Council. Reputational risk.	Adequate insurance.	Current insurance policy	Review premises risk for staff with Members of the Public and contractors.
Legal liability	Ensuring activities are within legal powers	Low 1	Potential reputational and financial risk.	Parish Clerk clarifies the legal position on any new proposal put before the Council. Legal advice obtained and training undertaken when necessary Council exercises the General Power of Competence, where able.	Council minutes. Training records Council minutes	Parish Clerk attends training to keep up to date with legal changes. Council resolves to be eligible for the GPC as soon as the Parish Clerk can complete the CILCA qualification.
Legal liability	Accurate and timely reporting of the minutes	Medium 3	Inappropriate or no actions undertaken. Reputational risk. Non compliance with the Freedom of Information Act	Full council meets regularly and receives and approves minutes of meetings. Minutes made available to public via the Council website.	Council minutes (hard copy and via the web)	List of pending actions reported to Council, updated at each meeting
Legal liability	Proper document control	Medium 2	Loss of key data. Confidential data compromised. Council unable to function effectively	Any key legal documents kept in fireproof and locked cabinet. Computer backed up regularly.	Schedule of any documents contained in fireproof and lockable cabinet.	Review what documentation is stored in fireproof safe and locked office cupboards.

RISK AREA	POTENTIAL RISK IDENTIFIED	LIKELIHOOD OF OCCURRENCE	POTENTIAL IMPACT	STEPS TO MITIGATE RISK (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)
Legal liability	Non compliance with transparency code	Low 1	Reputational	Training Quarterly publication	Website Council minutes	Parish Clerk and Deputy Clerk to complete Transparency Code training. Reviewed annually.
Cllr Conduct	Inappropriate actions by individual councillors	Low 1	Legal consequences if individuals purport to act for the Council without authority Reputation	Councillor training. Policies and procedures: including Standing Order, Code of Conduct, Financial Regulations, Media Policy, Chairman's Protocol	Policies in place.	Councillors induction pack to be put in place and completed by all new Councillors. Training review with existing Councillors.
Cllr Propriety	Registers of Disclosable Pecuniary Interests	Low 1	Conflict of interest of councillors'. Corruption	NWLDC Monitoring Officer is responsible for maintaining list of interests, including gifts and hospitality of more than £25, of parish councillors and makes available for public inspection. Item on Annual Council Meeting Declarations of Interest taken and recorded at council meeting	Completed register of Interest forms available on PC website. Council minutes Council minutes On website	Councillors to update their Declaration of Interest as and when circumstances change. Councillors to report any gifts of more than £25. Review annually.

RISK AREA	POTENTIAL RISK IDENTIFIED	LIKELIHOOD OF OCCURRENCE	POTENTIAL IMPACT	STEPS TO MITIGATE RISK (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)
Staff	Competence	Medium 3	Incorrect advice Inadequate records Financial loss Reputational risk	Recruit qualified and experienced staff Continuing professional development Membership of appropriate bodies (LRALC, SLCC, etc) Appraisals and monitoring	Recruitment procedure Evidence of qualifications Training records Appraisal records	Staff training programme to be agreed and actioned for all Council roles. Attendance at appropriate training events to be agreed, so knowledge is kept up to date.
Staff (see also Finance)	Fidelity	Low 1	Financial loss due to dishonesty	Insurance References on recruitment Internal monitoring No petty cash float	Insurance policy Financial Regulations Recruitment procedure Reporting of internal monitoring, Minutes	Annual review of Internal Monitoring Statement. New Council monitoring officer to be elected.
Staff	Continuity	High 4	Loss of records Lack of staff cover Adverse impact on services and reputation	Planned handover of duties on appointment of new staff Passwords and regular computer backup Staff structure/cover Available interim cover/advice	Membership of LRALC and SLCC for support Financial Regulations	Model contract now adopted. Regular backup and passwords copied to nominated councillor Staffing Committee to monitor and work with staff to ensure good working morale and conditions.

APPENDIX E

WPC Bank Statements Summary

	Current	Deposit	Investment	TOTAL
2024				
31/01/2024				
28/02/2024				
31/03/2024				
30/04/2024	£209,703.25	£12,675.61	£225,000.00	£447,378.86
31/05/2024	£191,263.30	£12,675.61	£225,000.00	£428,938.91
30/06/2024	£186,697.36	£12,762.52	£225,000.00	£424,459.88
31/07/2024	£159,968.37	£12,762.52	£225,000.00	£397,730.89
31/08/2024	£132,803.89	£12,762.52	£225,000.00	£370,566.41
30/09/2024	£254,871.03	£12,850.98	£225,000.00	£492,722.01
31/10/2024	£228,625.76	£12,850.98	£225,000.00	£466,476.74
30/11/2024	£217,292.56	£12,850.98	£225,000.00	£455,143.54
31/12/2024	£174,656.87	£12,937.05	£225,000.00	£412,593.92
2025				
31/01/2025	£151,618.07	£12,937.05	£225,000.00	£389,555.12
28/02/2025	£143,276.59	£12,937.05	£225,000.00	£381,213.64
31/03/2025	£95,541.52	£13,018.50	£225,000.00	£333,560.02
30/04/2025	£248,979.97	£13,018.50	£225,000.00	£486,998.47
31/05/2025	£236,471.56	£13,018.50	£225,000.00	£474,490.06
30/06/2025	£220,655.00	£13,094.65	£225,000.00	£458,749.65
31/07/2025				£0.00
31/08/2025				£0.00
30/09/2025				£0.00
31/10/2025				£0.00
30/11/2025				£0.00
31/12/2025				£0.00

Whitwick Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/04/2025			
	Cash in Hand 01/04/2025			333,560.02
	ADD			
	Receipts 01/04/2025 - 30/04/2025			167,166.28
				500,726.30
B	SUBTRACT			
	Payments 01/04/2025 - 30/04/2025			13,727.83
	Cash in Hand 30/04/2025 (per Cash Book)			486,998.47
B	Cash in hand per Bank Statements			
	Petty Cash	30/04/2025	0.00	
	Current Unity	30/04/2025	248,979.97	
	Deposit Unity	30/04/2025	13,018.50	
	Investment CCLA	30/04/2025	225,000.00	
				486,998.47
	Less unrepresented payments			
				486,998.47
B	Plus unrepresented receipts			
	Adjusted Bank Balance			486,998.47
	A = B Checks out OK			

Whitwick Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/05/2025			
	Cash in Hand 01/04/2025		333,560.02
	ADD		
	Receipts 01/04/2025 - 31/05/2025		169,932.51
			503,492.53
	SUBTRACT		
	Payments 01/04/2025 - 31/05/2025		29,002.47
A	Cash in Hand 31/05/2025 (per Cash Book)		474,490.06
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2025	0.00	
	Current Unity 31/05/2025	236,471.56	
	Deposit Unity 31/05/2025	13,018.50	
	Investment CCLA 31/05/2025	225,000.00	
			474,490.06
	Less unrepresented payments		
			474,490.06
	Plus unrepresented receipts		
B	Adjusted Bank Balance		474,490.06
A = B Checks out OK			

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*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

Property Management and General Purposes Meeting

5th June 2025 7pm

Meeting Date: 5th June 2025

Meeting Location: Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB

Meeting Start Time: 7:01 PM

Councillors Present:

- Cllr Anthony Barker (Chair), Cllr Audrey Barker, Cllr Phil Casson, Cllr Andy Roach, Cllr Ray Woodward, Cllr Peter Moulton.

Officers Present:

- Sharon Kaye, Parish Clerk
- Hollie Seager, Deputy Clerk

Public Attendees:

- 3 members of the public
- Jackie McNeice (non-council PMGP member)

25-190 ELECTION OF CHAIRMAN FOR 2025/26

Cllr Anthony Barker to stand as chair again.

Proposed by Cllr R Woodward.

Seconded by Cllr P Casson.

Unanimous vote. All in favour.

The council RESOLVED that Cllr Anthony Barker will remain as chairman of PMGP committee for 2025/26.

25-191 APOLOGIES

No apologies received

25-192 DECLARATIONS OF INTEREST

Cllr Anthony Barker declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a District Councillor.

Cllr Audrey Barker declared a **registerable interest** in

- anything related to Whitwick Historical Group

Cllr Woodward declared a **registerable interest** as

- a Director of Holly Hayes Woods
- a member of Whitwick Historical Group
- a member of the Whitwick Quarry Liaison Group.

Cllr Moulton declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a District Councillor.

Cllr Casson had nothing to declare.

Cllr Roach had nothing to declare.

25-193 PUBLIC PARTICIPATION SESSION

No comments from members of the public.

25-194 MINUTES – APPENDIX A

Minutes of Property Maintenance and General Purposes Committee meeting held on Thursday 13th March 2025.

On the motion of Cllr P Moulton, seconded by Cllr A Roach. All in favour.

The council RESOLVED that the minutes of the meeting of the Property and General Purposes committee held on Thursday 13th March 2025 be confirmed as a true record and signed by the Chair.

25-195 CHAIRS REPORT

No report from the Chair.

25-196 JR LANDSCAPING

Deputy Clerk and Parish Clerk presented the maintenance schedule spreadsheet they had been working on. This is now broken down into annual contract cost by Whitwick Parish Council land area (WPC numbers) It has also been requested of JR Landscaping that their invoicing is simplified. All contracted costs that are carried out monthly to be invoiced each month in 12 equal amounts. Any additional items carried out will be invoiced on each invoice that is applicable.

25-197 PLANTSCAPE PLANTERS

Deputy clerk informed members that the planters are due for installation on 24th June 2025.

The watering will be carried out once a week, of an evening/night, therefore no disruption to residents or highways.

25-198 ENCROACHMENT OF PARISH LAND – TABLED

The Deputy Clerk presented a table of information to the members to show the findings of the land title deeds and numbers and ownership information related to the properties.

This item was deferred by the Chair until a separate discussion had been had between all councillors to decide the action moving forward.

Deputy Clerk to contact NWLDC legal department for the transfer of land documents.

On the motion of Cllr P Moulton, seconded by Cllr P Casson. All in favour.

The council RESOLVED to defer this item until information from NWLDC had been received.

25-199 BRIARS WAY & WHITWICK PARK ROUNDABOUT STONING – TABLED

The Deputy Clerk presented the quote from the builders' merchants to stone and membrane the area at the side of Briars Way entering the park, and to stone and membrane the roundabout at Whitwick Park Hall ready for the installation of the planters.

On the motion of Cllr P Casson, seconded Cllr A Roach. All in favour.

The council RESOLVED to accept and approve the quote and move the work to be completed.

25-200 PARISH WARDEN REPORTS – APPENDIX C

Deputy Clerk presented the last two months of the Parish Warden walk-round reports to members to note for information only.

Cllr A Barker requested that the Deputy Clerk send a map of the four Parish Warden areas to all members for their information.

IF any items get reported to LCC, the monthly update report we receive from them with the status of work is to be sent round to all members and copy the current County Councillor in.

25-201 PLAYGROUND INSPECTION REPORTS – (TABLED)

Deputy Clerk presented the last 5 months inspection reports completed by the playground inspector. The reports came to 112 pages long, too large to add as an appendix item, therefore the Deputy Clerk had broken these down into a spreadsheet of findings ranked in priority order for the members to view and

tabled this at the meeting. The Deputy Clerk will update the register monthly and send to all members if there are any updates.

The council RESOLVED to approve the work that needed to be completed on the findings.

25-202 MAINTENANCE TASK LIST AND BLOCKERS

Routine maintenance jobs that arise ad-hoc are proving difficult to complete sometimes, as the jobs are small, large companies' schedules at this time of year are full and its near on impossible to get small jobs completed. The Deputy Clerk proposed that we look at using local handyman companies / sole traders instead. It was suggested that we keep a list of 'preferred contacts.'

On the motion of Cllr A Roach, seconded by Jackie McNeice, All in favour.

The council RESOLVED to approve up to 5 contractors to be placed onto a regular maintenance contact list for the Clerk/Deputy Clerk to use for routine/emergency maintenance.

25-203 BINS/BRANDING – APPENDIX E

Deputy clerk presented three quotes for two new larger bins to be sited in the parish. One at Holly Hayes Park as there is currently only one small dog poo bin, and one at Whitwick Park. We will then re-site one of the smaller bins from Whitwick Park to Elms close where this bin is damaged and needs replacing. Two options were given – vinyl logo stickers / laser cut logos. Councillors opted for laser cut logo as they are more weather resistant and cannot be peeled off.

On the motion of Cllr P Casson, seconded by Cllr A Roach. Cllr P Moulton abstained.

The council RESOLVED to approve the quote from BROXAP for two new bins with laser cut logos.

25-204 LAND MATTERS UPDATE – KING GEORGES FIELD

Whitwick Park

Appendix F – Surfacing of play areas

Deputy Clerk presented three quotes from playground surface suppliers. Members all agreed the re-surfacing needed to take place as a priority.

On the motion of Cllr Phil Casson, seconded by Cllr A Roach. All in favour.

The council RESOLVED to approve the quote from ESP Play Parks for their playground surface repairs.

Appendix G – Whitwick Park Driveway

Deputy Clerk presented two quotes from surfacing contractors for the repairs to Whitwick Park Hall driveway potholes.

On the motion of Cllr Audrey Barker, seconded by Phil Casson. Cllr A Barker abstained.

The council RESOLVED to approve the quote from Gillet Surfacing for the pothole repairs.

Appendix H – Storage Container

Deputy Clerk had a site visit at David Stanley regarding siting a storage container on Whitwick Park near the Bowls Club as the community office has no storage facilities. Sales Manager from David Stanley will come out to the site to measure/advise the most suitable place.

On the motion of Cllr A Roach, seconded by Phil Casson. All in favour.

The council RESOLVED to approve the purchase of a storage container.

25-205 BUILDINGS MANAGEMENT UPDATE

PAVILION, TOILETS, OUTBUILDINGS AT WHITWICK PARK **Repairs to Whitwick Park Toilet block – TABLED AT THE MEETING**

2025-06-05 PMGP Minutes DRAFT

Chairman's Initials

Previously discussed at a PMGP meeting. Quote had now been amended to repair ONE toilet out of the three due to cost. 2 options were given on the quote – anti vandal stainless steel and regular porcelain. A new door and lock system now need to be installed to avoid vandalism.

On the motion of Cllr P Moulton, Seconded by Cllr Anthony Barker. All in favour.
The council RESOLVED to approve the quote for anti-vandal repairs to the one toilet block.

CCTV at toilets – Deputy clerk suggested a home CCTV style system on the front of the toilets to deter vandalism. Chair deferred this item for a later meeting.

25-206 PROJECTS UPDATE

Current Projects - Deputy Clerk presented PMGP action points spreadsheet that she currently works from in order of priority.
For information only. Deputy Clerk will send to members to review.

- Future dated projects for next precept:
- wildflower meadows
 - picnic benches at Whitwick Park Hall
 - 'Welcome to Whitwick' signs (wooden composite)
 - Bowling green keeper specialist

25-207 DATE OF NEXT MEETING

Meeting dates scheduled for Thursday 3rd July and 4th Sept 2025 at 7pm were confirmed for the next PMGP meetings.

25-208 FUTURE AGENDA ITEMS

Members noted that all future agenda items should be raised with the Deputy Clerk for consideration.

The Chair thanked members for attending.

Meeting Closed: 8:16 pm

Chairman's Signature:

Chairman Name:

Date Signed:



*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

Whitwick Parish Council Meeting **20th March 2025 7pm**

Meeting Date: 20th March 2025

Meeting Location: Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB

Meeting Start Time: 7:01 PM

Councillors Present:

- Cllr Anthony Barker, Cllr Audrey Barker, Cllr Ray Woodward, Cllr Peter Moulton, Cllr Michael Wyatt, Cllr Amanda Briers.

Officers Present:

- Sharon Kaye, Parish Clerk

Public Attendees:

- 3 members of the public

25-109 APOLOGIES

Apologies were received from the following councillors:

Chair Sue Colledge – bereavement.

Cllr Phil Casson – Family Commitments.

Cllr Andy Roach – work commitments.

Cllr Tony Gillard – illness.

On the motion of Cllr Anthony Barker, seconded by Cllr Audrey Barker. All in favour.

The council RESOLVED to accept these apologies.

25-110 DECLARATIONS OF INTEREST

Cllr Anthony Barker declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a District Councillor.

Cllr Audrey Barker declared a **registerable interest** in

- any matters relating to Whitwick Historical Group

Cllr Woodward declared a **registerable interest** as

- a Director of Holly Hayes Woods
- a member of Whitwick Historical Group
- a member of the Whitwick Quarry Liaison Group.

Cllr Moulton declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a District Councillor.

Cllr Wyatt declared a **registrable interest** in

- all matters relating to North West Leicestershire District Council.

Cllr Briers had nothing to declare.

25-111 COMMUNITY POLICING

No report received.

All Beat surgery Meet the Team dates published on website - <https://whitwickpc.org.uk/community-information/policing/>

Whitwick April dates:

Meet the Team at The Rock Bar & Café, Meadow Lane, Whitwick. 10-11.30am, Tues 8 April 2025.

Meet the Team at Meadow Barn View, 368 Church Lane, Whitwick. 10:00AM - 11:00AM, Thu 17 April 2025

Meet the Team at Whitwick and Coalville Leisure Centre, Stephenson Way, Coalville. 10:00AM - 11:00AM, Sat 26 April 2025

25-112 PUBLIC PARTICIPATION SESSION

Comment from a member of the public regarding a motorbike going around Holly Hayes Wood.

Cllr R Woodward will inform the members of Holly Hayes Wood and the Woodman to try and deter the behaviour.

25-113 PRESENTATION OF REMEMBRANCE GARDEN PROPOSAL

Members received the design presentation by Lush Garden Design for the Remembrance Garden scheme. Will most likely be a 2-year project due to landscaping labour constraints and planting schedules.

Funds put in reserves.

Are members happy to adopt the scheme in principal (subject to quotes being provided for each stage of the work)?

Members thanked Lush Garden Design for the presentation.

Guidance will be taken from Lush Garden Design for what areas to start on first.

Clear feedback will need to be given if any design elements need changing before the work starts.

Timescales from start to finish is dependent on quotes coming back and being approved in good time, but also tree planting and spring planting to commence. Schedule of works in stages.

Councillors RESOLVED to approve the initial design and subject to quotes being provided for each stage to approve the work.

25-114 NWLDC LOCAL PLAN 2020-2042

Parish Clerk attended the Local Plan meeting on 17/03/2025.

New consultation hopefully being launched later this week on Friday 21/3/25 running until 2/5/25.

Different land allocations – some removed from previous local plan proposal/numbers reduced.

Presentation slides have been forwarded to all members.

6a Land off Torrington Avenue

7 Land off Hall Lane

17a Land off Thornborough Road (behind new leisure centre)

Broom Leys Farm

5 and 8C off Stephenson Way

Proposal: holding a consultation event, Ian Nelson and members of his team happy to attend a Parish Council Meeting / Event, Monday – Friday.

Parish Clerk to communicate with them for potential dates and publicise that to all residents of Whitwick so they can put their comments forward.

Suggestion of an open drop-in session would be more suitable.

Cllr M Wyatt and Cllr A Briers left after this agenda item – 8pm.

25-115 BRIERS WAY LAND PURCHASE OFFER

To comment on the email received from a resident.

APPENDIX A - Email

APPENDIX B - Map

Clerk presented an email to members from a resident with interest of purchasing the small pocket of land running alongside Briars Way footpath to the park.

Councillors RESOLVED that the land belongs to the community and therefore we are not selling any parcels of land as it sets a precedence.

25-116 MINUTES

Unfortunately, there has only been 3 weeks since the last meeting with a lot of community office work on Projects and PMGP tasks in between, as well as staff holidays being taken before the end of the financial year. This has meant the following minutes need to be deferred:

Thursday 21st November 2024 (to be tabled if available) - DEFER

Thursday 12th December 2024 (to be tabled if available) - DEFER

Thursday 16th January 2025 (to be tabled if available) - DEFER

Thursday 27th February 2025 (to be tabled if available) - DEFER

On the motion of Cllr R Woodward, seconded by Cllr Audrey Barker. Carried.

Councillors RESOLVED to defer the minutes as listed above to the next meeting.

25-117 PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE MINUTES

APPENDIX C

To note the signed minutes of the PMGP Committee meeting held on: Thursday 9th January 2025.

Received and noted by members.

25-118 DISTRICT COUNCILLOR'S REPORT

No reports have been received prior to the meeting.

Cllr Anthony Barker informed members of the play equipment on Hermitage Lake area park. 3 items of equipment were to be removed. He has had an update to say that an insurance claim has now been put in, and the equipment is due to be replaced. We will wait for further updates/clarification in writing.

Cllr P Moulton – same area as above, the new equipment is on the eco park right near the Leisure Centre. Article in Coalville Times re car parking, there was a software problem, and people were potentially fined through no fault of their own, Cllr P Moulton will be questioning the Officer further to ensure all penalties are dropped as he didn't state that clearly in the article. Community Portfolio Holder has left NWLDC. We have had a trial for flexi-waste in different colour bags etc, to come into NWLDC in around 2027. The trial was due to finish in September, but it is now extended (date unsure)
Local Plan – as above comments with consultation going through.

25-119 COUNTY COUNCILLOR'S REPORT

No report received prior to the meeting. Cllr T Gillard is absent due to illness.

25-120 PLANNING AND LICENSING MATTERS

Licensing Applications and Decisions

No new licensing applications or decisions as a consultee to NWLDC have been received.

Planning Applications

To comment on any planning applications in Whitwick, including the applications listed below, as a consultee to NWLDC.

Planning Application Consultation ref 25/00345/PNH.

Date Received: 5/3/2025.

Proposal: Erection of a single-storey rear extension measuring 6 metres in length from the rear wall of the original dwellinghouse with an eaves height of 3 metres and a maximum height of 4 metres including a flue (Prior Approval).

Location: 87 Tressall Road Whitwick Coalville Leicestershire.

Deadline: 26/3/2025.

Parish clerk informed members that this is one of three properties that have potentially encroached Parish Land.

Members requested that this was explained to planning officers by the Parish Clerk, when submitting the parish response, and explain our concerns at this stage.

Planning decisions

No planning decisions approved by NWLDC have been received.

Article 4 Directions

The Parish Clerk has had no response yet from NWLDC planning department regarding our enquiry.

Today, 20th March 2025, around 5pm the previous application for the HMO has been amended again and Parish Clerk will be forwarding onto members.

25-121 FINANCE – BANK BALANCES

Latest bank balances as at 28th February 2025:

Unity current account £143,276.59

Unity instant access savings account £12,937.05 – now 2.5% AER interest rate, paid quarterly to current account (reduced March 2025)

CCLA Public Sector Deposit Fund £225,000.00 – monthly interest received £788.17

Received and noted by members.

25-122 FINANCE – INCOME & EXPENDITURE

To receive and note details for income received, payments made, and wages paid for February 2025 (to be tabled)

Parish Clerk informed members she doesn't have February figures yet, but she does have the first pack of monthly reports now available from the new accounts system (Scribe)

Parish Clerk presented 11 reports with guidance underneath for members to review.

There are uncashed cheques as of the previous year end, due to the figures being bought across from the old accounts system when we used cheques, that were then in the April figures. No issues going forward as we are now on BACS payments.

25-123 FINANCE – PAYMENTS

To approve payments to be made for March 2025. (to be tabled).

Deferred to the next meeting.

On the motion of Cllr P Moulton, seconded by Cllr R Woodward. Carried.

Councillors RESOLVED to defer the finance payments to the next meeting.

25-124 FINANCE – OPEN PARISH COUNCIL ACCOUNT WITH LLOYDS BANK

To comment on the Parish Clerk's proposal to open a current account with Lloyds Bank, so that we can have a debit card to pay Microsoft invoices each month for email services, minor expense claims, and to be able to use their business banking app.

Members agreed to wait for a recommendation from the Clerk once finalised her research on the different options.

25-125 FINANCE - THE GOOD COUNCILLORS GUIDE TO FINANCE 2025

To confirm all members have received and read the updated version.

Unfortunately, not all members are present to confirm if they have received and read it.

Printed versions can be provided for members upon request.

25-126 FINANCE – RESERVES 2024-2025 and 2025-2026

To discuss and review the reserves position for the financial year 2024-2025

APPENDIX D

To approve the reserves for the financial year 2025-2026, alongside the budget agreed for 2025-2026

Clerk has spoken to LRALC for guidance – we MUST hold general reserves and MAY hold earmarked reserves and there is no limit on ear marked reserves but must be held for specific projects / emergency funds. General reserves guidance is between 3-12 months of NET revenue expenditure which is equal to your precept minus any loan repayments, capital projects and any transfers to earmarked reserves.

Current position – minimum of 35%.

Last year's position we were at 80% on the general reserves.

Clerk advised we should review our reserves bi-annually.

Clerk is proposing that the reserve allocations are reviewed, and we move some funds from reserves to other projects.

MHF grant fund – we still have some money left in benches that we could use towards other projects.

Priority items to fund:

- Remembrance Garden
- Planting Scheme
- Park toilets
- Community Office / Hub

Reserves as per APPENDIX D

330 EMR Elections – reduce to £8000 as if we require an election for a casual councillor vacancy it is at the cost of £5500 per election. There hasn't one been done in approx. 4 years. A full election is paid for by NWLDC.

331 EMR Casual Election Contingency. – remove £2500 – we only need to retain enough for a casual councillor vacancy. So, we have amalgamated the two codes and reduced to £8000 in total.

332 EMR Capital Projects Provision – increase to £20'000 – for larger more expensive projects that would be able to be match funded.

334 EMR Whitwick Park Improvements – increase to £10'000 – for the Remembrance Garden project.

335 EMR Grit Bins – reduce to £2000.

336 EMR Community Initiatives – increase to £2000.

340 EMR Fencing – reduce to £3000. Currently have £6800 in this code and we are not going to be spending that on fencing.

341 EMR Poppies & Lamppost Project – propose to rename as remembrance – increase to £500

343 EMR Community Office – increase to £20'000.

344 EMR Community Projects – remove this code and move balance to 336.

345 EMR GDPR/Website – remain the same and reduce once website is re-built.

9pm - Cllr Anthony Barker moved to extend the meeting by 30 mins to 9.30pm. Seconded by Cllr R Woodward. Carried.

346 EMR Professional Fees – remain the same.

347 EMR Trees – reduce to £6000 – reallocate funds towards Spring Planting Scheme.

348 EMR Open Spaces Signage – remain the same.

349 EMR Comm. Events Christmas Lights – increased already last year to top up.

350 EMR Allotments Repairs & Renew – remove and deal with instances as routine maintenance.

351 EMR Riparian OS Flood Risk – keep this balance the same.

352 EMR Climate Change Action Fund – reduce back down to £3000.

Councillors RESOLVED to approve the updated Reserves figures as discussed.

25-127 RESERVES POLICY REVIEW

Issued as a tabled appendix what LRALC has advised.

Parish Clerk asked members to read, review and approve for us to update the website accordingly.

On the motion of Cllr P Moulton, Seconded by Cllr Audrey Barker. Carried.

Councillors RESOLVED to approve the Whitwick Parish Council Reserves Policy for 2025.

25-128 COMMUNITY EVENTS – WOODSTOCK IN WHITWICK EASTER EVENT

Easter event - Sunday 13th April 2025 at 11am at Whitwick Park.

Cllr S Colledge will no longer be able to organise and run the event, due to bereavement, this event can now longer go ahead. Apologies to residents. Woodstock will ensure residents are aware and WPC will also put a notice out.

25-129 COMMUNITY EVENTS – VE DAY 80TH ANNIVERSARY 8TH MAY 2025

Parish Clerk had a meeting with Scout leader on 19th March 2025.

Lighting of the beacon at 9.30pm.

Proposal – small street closure from City of Dan up to Scout Hut on Leicester Road.

Circuit of old-time war vehicles round the village before. Have family games area of old-fashioned games that Whitwick Parish Council will facilitate.

Road closure application being put in on 21st March 2025.

Budget needs to be allocated towards flags and handheld flags/bunting.

Councillors RESOLVED to approve a £500 budget for the VE Day 80th event.

25-130 COMMUNITY PROJECTS - Vehicle Activated Signs (VAS)

To note the production of data from the last location has been circulated and published at

<https://whitwickpc.org.uk/news/>

Cllr Audrey Barker informed council that smiley faces on Loughborough Road currently are not on. The batteries are not lasting more than 2 weeks.

25-131 COMMUNITY PROJECTS – CCTV

Parish Clerk attended CCTV User group meeting.

We need to send a Purchase Order for the £2000 for them to provide that grant for the cameras.

25-132 COMMUNITY PROJECTS – CHRISTMAS LIGHTS IN WHITWICK

Sent through lamppost details from stress testing.

Awaiting details from them for the installation of the electrics.

25-133 GROUNDS MAINTENANCE CONTRACT

Issue with items being missed from the contract when they signed it.

Parish Clerk is working through the contract line by line.

Tender prices/contract prices will be 'simplified' for each Parish Land area and Deputy Clerk will bring it to the PMGP Committee.

25-134 CASUAL VACANCY FOR PARISH COUNCILLOR

Closing date for the Casual Councillor Vacancy has been set at 26th March 2025 and advertised as per the process. No applications have been received at present.

25-135 STRUCTURE LICENSE FEE FROM LEICESTERSHIRE COUNTY COUNCIL

Note new fee structure for new street furniture item installations.

Benches, shelters, bollards, bins etc that are on NWLDC land.

25-136 REMOVAL AND NON-REPLACEMENT OF TRIM TRAIL PLAY EQUIPMENT AT OLD HERMITAGE LEISURE CENTRE SITE

APPENDIX E & F

To comment and approve any action to take on the email received from North West Leicestershire District Council regarding the removal of the trim trail play equipment on the playing field at the old Hermitage Leisure Centre site.

Cllr R Woodward stated the equipment was outdated and old now and since the demolition of the old leisure centre its now in the wrong place.

Parish Clerk stated it is disappointing that there are no plans to replace it.

2 Members of the public left at 9.30pm.

NWLDC stated use of this area is low, and therefore not used as much and reaching the end of its natural life and to not replace it. New Eco Park is being well used. Very spaced out and doesn't work as a trail.

Concerns over what is going to be there if there is no play area?

Whitwick Parish Council would like to understand why they are not replacing it or putting a new play area in.

Cllr P Moulton will ask the question and Parish Clerk will go back to her contact with this feedback.

25-137 LCC CONSULTATIONS

Development of North West Leicestershire Strategies – Survey

**APPENDIX G
APPENDIX H**

To comment on the survey received from LCC which the Parish Clerk will complete.

20th Dec - District council have commissioned playing pitch strategy, open spaces strategy, built sports facilities strategy and community facilities strategy. Survey for parish clerk to complete.

25-138 EXCLUSION OF PUBLIC AND PRESS (to be read out)

Last member of the public was asked to leave at this item. He did request to speak to a councillor regarding the item of 87 Tressall Road land grab/planning application.

Arrange a meeting with Clerk/Councillor to discuss the above item. Parish clerk provided the clerk email address to arrange a meeting.

As the following agenda item includes confidential information it is likely to be considered with members of the public excluded from the meeting in accordance with The Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972 sections 100 and 102 for the reason that the nature of the business of the Parish Council is of a confidential nature.

To approve the exclusion of the public for the next agenda item.

Cllr Anthony Barked proposed. Cllr P Moulton seconded. Carried.

Councillors RESOLVED to approve the exclusion of public and press for the following agenda item.

25-139 STAFFING

Staffing Update

Caretaker vacancy available. Will proceed to look at doing an advert.

Toil

Proposal of Clerks hours go back to 30 hours a week. The role needs to be more than 30 hours.

Councillors agreed to add this item to staffing committee agenda and come back to Council with the recommendation.

25-140 DATE OF NEXT MEETING

Meeting dates scheduled for Thursday 17th April 2025 7pm and Thursday 15th May 2025 Annual Parish Meeting at 6:30pm were confirmed for the next Parish Council meetings.

Cllr Audrey Barker proposed to move the Annual Parish Meeting from 8th May 2025 7pm due to the VE Day 80th anniversary, to 15th May 2025 at 6:30pm. Cllr Anthony Barker seconded. Carried.

Councillors RESOLVED to approve the change of date for the Annual Parish Meeting to 15th May 2025 at 6.30pm.

25-141 FUTURE AGENDA ITEMS

Members noted that all future agenda items should be raised with the Parish Clerk for consideration.

The Chair thanked members for attending.

Meeting Closed: 9:50pm

Chairman's Signature:

Chairman Name:

Date Signed:

APPENDIX J



Website: www.whitwickpc.org.uk

N.B All Minutes are deemed as draft until formally approved and signed

MINUTES of the MEETING OF WHITWICK ANNUAL COUNCIL MEETING held on Thursday 15th May 2025 at 7pm in Park Hall, Whitwick Park, North Street, Whitwick, Coalville, Leicestershire LE67 5DT

Present: Cllr Peter Moulton (Vice Chair)

Cllr Anthony Barker, Cllr Audrey Barker, Cllr Ray Woodward, Cllr Phil Casson, Cllr Andy Roach, Cllr Tony Gillard.

In Attendance:
Sharon Kaye, Parish Clerk

2 members of the public

Meeting started 7.19pm.

AGENDA

25-146 ELECTION OF CHAIRMAN FOR 2025/2026

To elect the Chairman for 2025/2026 and to sign the Declaration of Acceptance of Office.

Cllr S Colledge volunteered to stand for Chair again.
Due to current circumstances Cllr P Moulton will deputise for her whilst she is off.

Name of Member proposed – Cllr Sue Colledge.

Proposed by Cllr Ray Woodward, Seconded by Cllr Tony Gillard.
Vote – All voted. Carried.

RESOLVED: That Cllr Sue Colledge be elected as Chair of Whitwick Parish Council for 2025/2026 term.

RESOLVED: That the Declaration of Acceptance of Office by the Chairman be received and approved. Chair to sign after the meeting as not present.

25-147 ELECTION OF VICE-CHAIRMAN FOR 2025/2026

To elect the Vice-Chairman for 2025/26.

Name of Member proposed – Cllr Peter Moulton

Proposed by Cllr Anthony Barker, Seconded by Cllr Ray Woodward.

Vote – all voted. Carried.

RESOLVED: That Cllr Peter Moulton be elected as Vice-Chairman of Whitwick Parish Council for the 2025/2026 term.

Cllr Peter Moulton will continue as acting Chair for the remainder of this meeting.

25-148 APOLOGIES

To receive and approve any apologies for absence.

Cllr M Wyatt – illness.

Cllr A Briers – on holiday.

Cllr S Colledge – bereavement and illness.

Proposed by Cllr Anthony Barker, Seconded by Cllr Ray Woodward.

Vote – all voted. Carried.

RESOLVED: To approve the apologies for absence.

25-149 DECLARATIONS OF INTEREST

To receive any declarations of interest in regard to any agenda items.

Cllr Anthony Barker

Cllr Anthony Barker declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a District Councillor
- a registerable interest as a Director of Holly Hayes Woods
- a registerable interest as a member of Whitwick Historical Society

Removed: a registerable interest as a member of Quarry Liaison Group

Removed Jan 25: a registerable interest as a signatory at Walkers Flats Allotment Group

Cllr Audrey Barker

Cllr Audrey Barker declared a **registerable interest**

- as a member of Whitwick Historical Group

Updated Jan 25: as now a Councillor (previously Property Management & General Purposes Committee member of public, WHG interest is now amended to a Registerable Interest from a non-pecuniary interest.

Cllr P Casson

Cllr Casson had nothing to declare

Cllr T Gillard

Cllr Gillard declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council and Leicestershire County Council

Cllr P Moulton

Cllr Moulton declared a **registerable interest** in

- Whitwick Historical Group as Link Councillor and a member
- Whitwick Bowls Club as a Link Councillor and a member
- Thornborough Road Allotment Society as a Link Councillor
- Walkers Flats Allotments as a Link Councillor

- Whitwick Action Group as a member
- all matters relating to North West Leicestershire District Council as a ward member for the Thornborough Ward

Cllr A Roach

Cllr Roach had nothing to declare.

Cllr R Woodward

Cllr Woodward declared a **registerable interest** as

- a Director of Holly Hayes Woods
- a member of Whitwick Historical Group
- in the Quarry Liaison Group

25-150 PUBLIC PARTICIPATION SESSION

To receive representation and questions from the public in respect of items of business on the agenda.

25-151 COMMUNITY POLICING

Attendance at meeting by local PCSO or to receive and note any current report, if available. Dates of future beat surgeries provided below:

Next beat surgery booked in for Sat 17th May, Tues 24th June, Wed 9th July 2025, all at 6pm-7pm at Whitwick Park Hall.

Other dates of beat surgeries in the area for May and June are:

Meet the Team at Whitwick and Coalville Leisure Centre
11:00AM - 12:00PM, Thu 15 May 2025

Meet the Team at The Rock Bar & Cafe
10:00AM - 11:30AM, Fri 16 May 2025

Meet the Team at Meadow Barn View
10:00AM - 11:00AM, Fri 16 May 2025

Meet the Team at Whitwick Park Hall
6:00PM - 7:00PM, Sat 17 May 2025

Meet the Team at Sunnyside Garden Centre
11:00AM - 12:00PM, Thu 22 May 2025

Meet the Team at Meadow Barn View
10:00AM - 11:00AM, Wed 18 June 2025

Meet the Team at The Charles Booth Centre
11:00AM - 12:00PM, Wed 18 June 2025

Meet the Team at Whitwick Park Hall
6:00PM - 7:00PM, Tue 24 June 2025

Received and noted by members

25-152 CASUAL COUNCILLOR VACANCY

APPENDIX A

1 candidate 6 minutes before the deadline.

1 candidate the morning after the deadline who has since withdrawn.

1 candidate a month after the deadline whose details have been noted, for future vacancies.

Members have been forwarded the application form from the candidate.

Emails have been sent to the candidate to advise them of the process this evening and some resources to look at to find out more about what a Parish Councillor role entails.

The candidate was present at the meeting and was asked to talk through his application and what he could bring to the parish council, and members took the opportunity to ask the candidate some questions.

The candidate was asked to leave whilst the decision on the application for the casual councillor vacancy was discussed.

Proposed by Cllr Tony Gillard to reject the application on this occasion.

Seconded by Cllr Anthony Barker.

Voted. Carried.

RESOLVED: to reject the application for Casual Councillor on this occasion.

The applicant was thanked for his application.

25-153 APPOINTMENT OF COMMITTEES, WORKING PARTIES AND

APPENDIX B

LINK COUNCILLORS

To review and appoint the Members and Parish Council's representatives to external organisations for 2025-2026.

- a) Property Management and General Purposes Committee – proposal to change name to Property Management Committee.
Cllr Anthony Barker suggest we move to 6 committee members and the non-council members as 1.
Clerk was proposing to remain as 5 councillors and a minimum of 1 non-council member.
Resolved for Cllr Audrey Barker to join the PMGP committee as a council member.
6 council members and 1 non-council member.
- b) Staffing Committee – Cllr A Roach, Cllr P Moulton and Cllr Anthony Barker – stays the same as 2024.
- c) Appeals Committee – Cllr Sue Colledge and Cllr Phil Casson, 1 vacancy – Cllr Audrey Barker to fill the vacancy.
- d) Events Working Party – Cllr P Moulton and Cllr S Colledge. Council members joining as of 2025 – A Roach, A Barker, Audrey Barker and P Casson.
- e) Community Office Link Councillor & Key Holder – Cllr P Moulton.

We would like to encourage TWO link councillors per property below.

- f) Thornborough Road Allotments Society Link Councillor – Cllr P Moulton and Cllr P Casson.

- g) Walker Flats Allotments Society Link Councillor – Cllr P Moulton and Cllr Phil Casson.
- h) Whitwick Park Bowls Club Link Councillor – Cllr P Moulton and Cllr Andy Roach.
- i) Whitwick Historical Group Link Councillor – Cllr P Moulton and Cllr Andy Roach.
- j) Whitwick Quarry Link Councillor – Cllr Anthony Barker. Cllr Ray Woodward attends as a member of the public.
- k) Community Safety Champion Link Councillor – Clerk proposed to remove this role, been vacant for a year. Agreed to remove.
- l) Flood Action Plan Link Councillor – Cllr P Moulton.
- m) Litter Champion Link Councillor – agreed to remove this role but utilise Cllr P Casson contacts with the 'wombles' to act as a liaison.
- n) Meadow Barn View Link Councillor – Cllr Sue Colledge.
- o) Royal British Legion Link Councillor – Whitwick subbranch is no longer running – remove this role.
- p) Website link councillor – 2 rather than 3. Cllr A Barker and Cllr Phil Casson.
- q) Audit and Governance – Cllr Ray Woodward happy to continue.

25-154 REVIEW OF THE SCHEDULE OF MEETINGS

APPENDIX C

To review the existing 2025 calendar and 2026 proposed calendar of meetings.

2025 calendar as stands.

2026 proposed calendar.

Council meetings – Parish Clerk proposes 9 meetings a year.

Cancel April and October Meetings due to audit around April and budget and precept work starting in October. August, we don't usually meet.

Members agreed to leave October meeting as is. Remove December.

On the motion of Cllr Phil Casson, seconded by Cllr Andy Roach.

Carried.

RESOLVED: members resolved to meet 9 times a year, no meeting to take place in April, August as usual and December.

Planning – For all planning applications, where no Member has raised any concerns within 7 days of receiving the planning notification by email, the Proper Officer shall exercise delegated powers to submit a "no objection" response on behalf of the Council.

On the motion of Cllr Anthony Barker, seconded by Cllr A Roach. Carried.

RESOLVED: Clerk can respond to planning within 7 days if no concerns have been received.

25-155 TERMS OF REFERENCE FOR COMMITTEES – Property Management and General Purposes Committee

To review and discuss the proposed amendments prior to adopting the terms of reference for the following committees:

- a) Property Management and General Purposes Committee

APPENDIX D

To change TOR to 6 councillors, 1 resident.

On the motion of Cllr Anthony Barker, seconded by Cllr P Casson. Carried.

RESOLVED: members agreed to change the terms of reference for property management and general purposes committee from 5 councillors and 2 residents to 6 councillors and 1 resident.

b) Staffing Committee

APPENDIX E

On the motion of Cllr T Gillard, seconded by Cllr Phil Casson.

RESOLVED: Staffing Committee Terms Of Reference to remain the same.

c) Appeals Committee

APPENDIX F

On the motion of Cllr P Casson, seconded by Cllr T Gillard.

RESOLVED: Appeals Committee Terms of Reference to remain the same.

25-156 MINUTES

To approve and sign the minutes of the Council meeting held on 16th January 2025.

Minutes unavailable, have been emailed but no printed copy – deferred until the next meeting.

25-157 PLANNING AND LICENSING MATTERS

a) **Licensing applications and decisions**

No licensing applications in Whitwick this month.

b) **Planning applications**

Item 11 – Swannymote Road - Cllr P Moulton contacted Chris Elsdon. Access for 1 dwelling now. If entrance is granted the application is for 9 self builds. A tree needs to be removed to cater for the entrance.

Cllr P Moulton to submit a formal objection. Clerk to circulate the objection to all members.

Item 1 – has been passed before the approved extension.

Article 4 – change of use in HMO's, we need evidence that there is an increase in HMOs in the village.

No objections to any others.

c) **Planning decisions**

All decision to be circulated to members by Parish Clerk.

25-158 CHAIR'S REPORT

None.

25-159 DISTRICT COUNCILLOR'S REPORT

To receive reports from District Councillor's, if any.

25-160 - COUNTY COUNCILLOR'S REPORT

New county councillor now in office. Not attended a meeting yet.

25-161 - WORKING PARTY/LINK COUNCILLOR REPORTS

Cllr P Moulton requested if the minutes of the meeting with the Bowls Club were complete. Deputy Clerk is working on them.

9.06pm – Cllr T Gillard left the meeting.

Chair requested a vote to extend the meeting by 15mins – carried.

25-162 - DRAFT NWLDC LOCAL PLAN 2020-2040

To submit the Parish Council response that has been read out at this evening's meeting as the formal response.

On the motion of Cllr Anthony Barker, seconded by Cllr P Casson. Carried.

RESOLVED: To submit the Parish Council response that has been read out at this evening's meeting as the formal response.

25-163 - EVENTS 2025

a) Christmas 2025

Parish Clerk to carry out site survey on lampposts that are suitable for electrics out of the 30 that were stress tested.

25-164 - DATE OF NEXT MEETING

7pm 19th June 2025 Full Council Meeting
Cllr Gillard on holiday for the above meeting.
7pm 17th July 2025 Full Council Meeting
Cllr A Roach and Cllr Casson on holiday for the above meeting.

Meeting closed 9.15pm

Chairman's Signature:

Chairman Name:

Date Signed:



*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

Extraordinary Council Meeting Minutes

5th June 2025

Meeting Date: 5th June 2025

Meeting Location: Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB

Meeting Start Time: 6.00 PM

Councillors Present:

- Cllr Peter Moulton (Vice-Chair), Cllr Anthony Barker, Cllr Audrey Barker, Cllr Amanda Briers, Cllr Phil Casson, Cllr Andy Roach, Cllr Ray Woodward, Cllr Michael Wyatt.

Officers Present:

- Sharon Kaye, Parish Clerk

Public Attendees:

- Three members of public in attendance

25-176 APOLOGIES

Apologies were received from the following councillors:

- **Cllr Colledge** – Bereavement.

The Parish Clerk read out a thank you letter from Cllr Colledge for support received.

No apology was received from Cllr Gillard. He has informed the Clerk that he will be absent for the 19th June 2025 due to holiday.

On the motion of Councillor Anthony Barker, seconded by Councillor Phil Casson.

The council RESOLVED to accept Cllr Colledge's apology.

25-177 DECLARATIONS OF INTEREST

Cllr Anthony Barker declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a District Councillor
- as a director of Holly Hayes Woods
- as a member of Whitwick Historical Society.

Cllr Audrey Barker declared a **registerable interest** as

- a member of Whitwick Historical Society.

Cllr Woodward declared a **registerable interest** as

- a Director of Holly Hayes Woods
- a member of Whitwick Historical Group
- a member of the Whitwick Quarry Liaison Group.

Cllr Moulton declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a ward member for Thornborough Ward.

Cllr Casson had nothing to declare.

Cllr Roach had nothing to declare.

Cllr Briers had nothing to declare.

Cllr Wyatt declared a **registrable interest** in

- all matters relating to North West Leicestershire District Council.

25-178 PUBLIC PARTICIPATION SESSION

A member of the public stated that they had spoken to the Chair previously, about lack of accountability and transparency for the Parish Council meetings.

No papers were attached to the public printed agenda copies. p26 (Finance - April 25 Receipts) of the agenda plus on the website version had printed out with strange software generated figures on, which the Parish Clerk confirmed had been noted and corrected.

Staffing matters including toil and pension provision were being discussed in confidential session which the public member said was incorrect. The Chair and Parish Clerk confirmed to the Member of Public that when agenda items involving individual employees were being discussed, as per SLCC (Society of Local Council Clerks) and LRALC (Leicestershire and Rutland Association of Local Councils) guidance, this was held in confidential session due to specific employee personal details being discussed. Decisions from these agenda item discussions were minuted for public viewing.

Second Member of Public confirmed he could not find the appendix on the website. The Parish Clerk confirmed she would double check this as there were some issues with the website and document publication and thanked the member for the information.

25-179 PLANNING APPLICATIONS.

Members noted no new applications had been received.

25-180 PLANNING DECISIONS

Members noted the planning decisions.

25-181 GRANT APPLICATION – WHITWICK SCOUT GROUP

Details from the supporting documents and costs were presented by the Parish Clerk for the VE Day 80th Celebrations road closures, parade, bands and beacon lighting organised by Whitwick Scout Group.

On the motion of Councillor Ray Woodward, seconded by Councillor Phil Casson,

The council RESOLVED to approve the grant payment of £250.00 to Whitwick Scout Group for their VE Day 80th celebrations project.

25-182 GRANT APPLICATION – NORTH WEST LEICESTERSHIRE SOCIETY OF MODEL ENGINEERS LTD

Details of the new disabled access concrete ramp and railings project were presented by the Parish Clerk.

On the motion of Councillor Ray Woodward, seconded by Councillor Andy Roach,

The council RESOLVED to approve the grant payment of £250.00 to North West Leicestershire Society of Model Engineers Ltd for their new ramp and railings project.

25-183 MINUTES

Thursday 21st November 2024 and 20th March 2025 minutes were deferred.

Thursday 12th December 2024, 16th January 2025, 27th February 2025 had been provided to Members prior to the meeting.

On the motion of Councillor Anthony Barker, seconded by Councillor Andy Roach,

The council RESOLVED to approve the minutes of the 12th December 2024, 16th January and 27th February 2025 as a true record, to be signed by the Chair.

25-184 FINANCE – BANK BALANCES

Members noted the latest bank balances, reported by the Parish Clerk.

25-185 FINANCE – PAYMENTS

The Parish Clerk presented the tabled documents for the May payments, and Payroll Summary for Month 2 salaries, NI, PAYE and pensions; a copy of which was offered to the Members of Public present.

The Parish Clerk drew members attention to the LRALC invoice within the payments, which was for membership of LRALC and NALC for the year, breaking down the individual costs for members.

Members were requested to approve the membership of LRALC and NALC for the year at the stated invoice cost, as well as the payments for the month.

The payments were all then read out and explained, with Members given the opportunity to query any. Members then discussed the benefits of the LRALC membership.

On the motion of Councillor Anthony Barker, seconded by Councillor Ray Woodward,
The council RESOLVED to approve membership of LRALC and NALC for the year 2025-2026 at a total cost of £1463.70 net.

On the motion of Councillor Andy Roach, seconded by Councillor Audrey Barker,
The council RESOLVED to accept and approve the payments for May and June 2025.

25-186 FINANCE – INCOME & EXPENDITURE

April payments and receipts documentation was presented and noted by Members.

As previously mentioned, Appendix H – April 25 Receipts when the pdf was merged the figures were corrupted. This has subsequently been corrected and distributed.

The reports are from Scribe and the Parish Clerk is still assessing what information shows in each type of report as there are quite a lot of reports to choose from. The description column detail was entered as a very generalised description, so these will be updated with more detailed descriptions for better clarity on the reports for the relevant income or expense. Invoices are available for members to review as required. Cllr Barker requested further information regarding the electricity costs and which sites had individual invoices and meters. The Parish Clerk confirmed we receive individual invoices for the electric for each building. The Parish Clerk also confirmed that our utility contracts and invoices need reviewing as some items are on payment plans, rather than the exact monthly or quarterly cost, as well as long term contracts that need reviewing prior to renewal. It was also discussed that some sites need individual meters such as water for the pavilion and the park, as discussed at the PMGP Committee Meeting. She also confirmed that the new accounts system has over 100 cost codes now as each cost centre needs separate cost codes in the accounts, providing full transparency.

25-187 INSURANCE

During the pre-renewal review with the insurance broker, it was recommended that the Council owned buildings get an up to date insurance rebuild valuation quote at a cost of £90 plus vat for each property. The Parish Clerk also explained that some of the values and cover levels need updating.

The Parish Clerk also requested all Members complete the Annual Insurance Review Declaration Form and return it to the Clerk.

The Clerk also confirmed that members had approved last year that Cyber Insurance be taken out. The Clerk also reminded members that with all policies, we need to ensure that we comply with all conditions of all the policies, otherwise our insurance will be invalid.

A summary document of these will be provided for Members.

The final quote for insurance will also be forwarded to members as it was not available in time for tonight's meeting, and it expires on the 30th June 2025.

On the motion of Councillor Audrey Barker, seconded by Councillor Phil Casson,
The council RESOLVED to approve obtaining the insurance rebuild quotes at a cost of £90 plus vat per property.

25-188 DATE OF NEXT MEETING

Meeting dates scheduled are displayed on the website on the Meetings page.

Members were reminded of the correct procedure and timings for when apologies are received and the process for cancelling a meeting was discussed.

The next meeting dates were confirmed as Thursday 19th June and Thursday 17th July 2025.

25-189 FUTURE AGENDA ITEMS

This agenda item was missed but no discussion was required. Members had noted from the agenda that all future agenda items should be raised with the Parish Clerk for consideration.

The Chair thanked everyone for attending.

Meeting Closed: 6.42pm

Chairman's Signature:

Chairman Name:

Date Signed:



*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

Whitwick Parish Council Meeting **Thursday 19th June 2025 7pm**

Meeting Date: Thursday 19th June 2025

Meeting Location: Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB

Meeting Start Time: 7pm

Councillors Present:

- Cllr Peter Mould (Vice-chair) Cllr Anthony Barker, Cllr Audrey Barker, Cllr Sue Colledge.

Officers Present:

- Hollie Seager, Deputy Clerk

Public Attendees:

- 4 members of the public in attendance.

25-209 APOLOGIES

Cllr Tony Gillard – Holiday

Cllr Ray Woodward – Cataract surgery

Cllr Phil Casson – In attendance at another meeting

Cllr Andy Roach – Work commitments

Cllr Michael Wyatt – District Councillor meeting

Cllr Amanda Briers – Family commitments

On the motion of Cllr Anthony Barker, seconded by Cllr S Colledge.

RESOLVED: Councillors accepted the apologies.

25-210 DECLARATIONS OF INTEREST

Cllr Anthony Barker

Cllr Anthony Barker declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a District Councillor

Cllr Audrey Barker

Cllr Audrey Barker declared a **registerable interest**

- as a member of Whitwick Historical Group

Cllr S Colledge

Cllr Colledge declared a **registerable interest** in

- all matters connected to Whitwick Historical Group as a member
- a registerable interest in Whitwick Action Group as a member on any matters relating to planning
- a registerable interest as a point of contact for Meadow Barn View

a **pecuniary interest** as

- a shareholder of Coalville C.A.N.
- a registrable interest as a supporter of Coalville C.A.N

a **pecuniary interest and registerable interest** as

- a member of Woodstock in Whitwick Committee

a **potential pecuniary interest** as

- an immediate neighbour of the old Hermitage Leisure Centre site

Cllr P Moul

Cllr Moul declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a ward member for the Thornborough Ward

25-211 COMMUNITY POLICING

No report received prior to the meeting.
BEAT surgery dates given to members.

25-212 COUNTY COUNCILLOR REPORT

No report received prior to the meeting.

25-213 DISTRICT COUNCILLOR'S REPORT

No reports received prior to the meeting.

Cllr P Moul informed members that at the recent Local Plan Meeting there has been a petition put in for West of Whitwick.

Next local plan meeting will decide on the parcels of land that will be put into the regs 19. This is being held on 30th July 2025.

25-214 PUBLIC PARTICIPATION SESSION

1 member of the public questioned why in APPENDIX K and M were there empty open brackets, why hadn't they been completed and published with that information?

Deputy Clerk explained that agenda items 22 and 23 were to discuss and vote with the Council members the information to be put into these open brackets that would be adopted from our current standing orders and financial regs document to create our model documents for adoption this year.

No more questions.

25-215 GRANT APPLICATIONS MADE BY WHITWICK PARISH COUNCIL

Appendix B shows the current information for grants we have / are applying for on behalf of Whitwick Parish Council.

Cllr Anthony Barker stated he was happy that we are now very active in pursuing grants where we can.

25-216 MINUTES

To approve and sign the minutes of the Council meetings, held on:

Thursday 21st November 2024

Thursday 20th March 2025 – **deferred, not currently available.**

Thursday 15th May 2025 – **deferred, not currently available.**

On the motion of Cllr Anthony Barker, Seconded by Cllr Audrey Barker. Carried.

Councillors RESOLVED to approve and accept the minutes of Thursday 21st November 2024 as a true and accurate record and to defer the minutes of Thursday 20th March 2025 and Thursday 15th May 2025.

25-217 PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE MINUTES

To receive the signed minutes of the PMGP Committee meeting held on:

Thursday 13th March 2025.

Received and noted.

25-218 STAFFING COMMITTEE MINUTES

To receive the signed minutes of the Staffing Committee Minutes held on:

Thursday 30th January 2025.

Received and noted.

25-219 ANNUAL PARISH MEETING MINUTES

To receive and note the unapproved Annual Parish Meeting Minutes, to be approved at the 2026 Annual Parish Meeting.

Not currently available – deferred.

25-220 FINANCE – BANK BALANCES

To receive and note the latest bank balances:

Unity current account:

£236,471.56 on 31st May

£248,979.97 on 30th April,

£95,541.52 on 31st March 2025

First precept payment of £165,962.50 received on 23/04/25.

Unity instant access savings account:

£13,018.50 on 31st May, 30th April and 31st March 2025.

CCLA Public Sector Deposit Fund

£225,000.00 on 31st May, 30th April and 31st March 2025.

Received and noted.

25-221 FINANCE – INCOME & EXPENDITURE

To receive and note the income and expenditure reports.

April 2025 Payments

April 2025 Receipts

May 2025 Payments

May 2025 Receipts

APPENDIX F
APPENDIX G
APPENDIX H
APPENDIX I

Received and noted.

25-222 FINANCE – PAYMENTS

To receive and approve payments to be made for June 2025.

(to be tabled)

Not available – deferred until the next meeting.

25-223 COMMUNITY EVENTS – WOODSTOCK IN WHITWICK SUMMER EVENT

To note the date for the summer music event this year is Saturday 16th August 2025 being held at the Man Within Compass pub (Rag and Mop).

Cllr Sue Colledge informed the members of the current plans for the event. All are welcome.

£9000 in donations has been given to great causes so far this year from last years successful event.

25-224 COMMUNITY EVENTS – SCARECROW FESTIVAL 2025

Deputy Clerk informed members that this would not be progressing as a project this year. Other members also informed the council that we had attempted to run this event before and it wasn't successful. The Events Working party will discuss when they next meet.

25-225 COMMUNITY EVENTS - VJ DAY 80th ANNIVERSARY FRIDAY 15th AUGUST 2025

Councillors RESOLVED that Whitwick Parish Council would lay a wreath at the War Memorial on North Street. The wreath will be provided by Cllr Sue Colledge.

25-226 COMMUNITY EVENTS – COMMUNITY SUPPORT COFFEE MORNING

Deputy Clerk proposed a FREE coffee and cake morning to be held once a month / bi-monthly at Whitwick Park Hall. Residents can make their cakes and bring them to the Hall to socialise with other residents in the area. Cllr S Colledge stated that as its Parishioners money that we run off, our costs for this need to be kept to a minimum and a full plan to be made for complete transparency. All members agreed. Deputy Clerk to propose a plan for a 'trial event' to review the attendance/success of such event.

25-227 COMMUNITY PROJECTS - Vehicle Activated Signs (VAS)

To note production of data issues from the new smiley VAS cameras.

Data from the last location has been circulated and published at <https://whitwickpc.org.uk/news/>

Noted.

- Installation of solar panels to the smiley face VAS cameras.

APPENDIX J

Deputy Clerk explained the issue with the batteries retaining their battery life.

Members all agreed we should go back to Westotec (higher than our previous communication) to make a formal complaint that the batteries/devices are not fit for purpose as they are not lasting the month and this was not explained to us when we purchased the new smiley face units.

Deputy Clerk/Parish Clerk to action the formal complaint procedure.

25-228 CASUAL VACANCY FOR PARISH COUNCILLOR

The Parish Councillor vacancy has been re-advertised, and the closing date for has been set at 15th July 2025. Candidates will be invited to the 17th July 2025 Council meeting.

Cllr P Moulton as Vice Chair advised members that 17th July meeting would be too soon after the closing date for applications or all councillors to review the application and make a decision.

Councillors RESOLVED that the candidates would therefore be invited to the NEXT council meeting, Thursday 18th September 2025 and would make that recommendation to the Clerk to action.

25-229 STAFF VACANCY FOR PART TIME JOB SHARE CARETAKER

The previous candidate has unfortunately left, and the vacancy has been re-advertised.

Closing date for applicants is 15th July 2025. Deputy Clerk informed the Council we have had three applications so far.

25-230 STANDING ORDERS REVIEW

To review and approve the new model Standing Orders to be adopted for the Parish Council.

NALC Model Standing Orders, updated 31st March 2025

APPENDIX K

Whitwick Parish Council Existing Standing Orders 19th May 2022

APPENDIX L

Deputy Clerk went through the NALC model standing orders and explained she had inserted into the (empty bracket spaces) on the model document, the information from the CURRENT existing standing orders to make it relevant to Whitwick Parish Council.

Cllr P Moulton and Cllr Anthony Barker requested it was minuted to give thanks to the Clerk and Deputy Clerk for their work and staff commitment with reviewing these two lengthy documents and creating our new Standing Orders and Finance Regulations documents.

On the motion of Cllr Anthony Barker, seconded by Cllr S Colledge. All carried.

The councillors RESOLVED to adopt the new model document as our Standing Orders as of 19th June 2025 review.

25-231 FINANCIAL REGULATIONS REVIEW

To review and approve the new model Financial Regulations to be adopted for the Parish Council.

NALC Model Financial Regulations, updated 5th March 2025

APPENDIX M

Whitwick Parish Council Existing Financial Regulations 19th May 2022

APPENDIX N

Deputy Clerk went through the NALC model Financia Regulations and explained she had inserted into the (empty bracket spaces) on the model document, the information from the CURRENT existing Financial Regulations to make it relevant to Whitwick Parish Council.

On the motion of Cllr S Colledge, seconded by Cllr Audrey Barker. All carried.

The councillors RESOLVED to adopt the new model document as our Financial Regulations as of 19th June 2025 review.

25-232 DATE OF NEXT MEETING

Meeting dates scheduled for:
Thursday 17th July 2025 7pm Council Meeting
Thursday 18th September 2025 7pm Council Meeting

25-233 FUTURE AGENDA ITEMS

Members noted that all future agenda items should be raised with the Parish Clerk for consideration.

The Chair thanked members for attending.

Meeting Closed: 19:53pm.

Chairman's Signature:

Chairman Name:

Date Signed:



*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

Extraordinary Council Meeting Minutes **10th July 2025**

Meeting Date: 10th July 2025

Meeting Location: Whitwick Bowling Pavilion, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB

Meeting Start Time: 11.00 AM

Councillors Present:

- Cllr Peter Moulton (Vice-Chair), Cllr Amanda Briers, Cllr Phil Casson, Cllr Tony Gillard, Cllr Andy Roach, Cllr Ray Woodward, Cllr Michael Wyatt.

Officers Present:

- Sharon Kaye, Parish Clerk

Public Attendees:

- Three members of public in attendance

25-248 APOLOGIES

Apologies were received from the following councillors:

- Cllr Sue Colledge – Working
- Cllr Audrey Barker – Operation
- Cllr Anthony Barker – Wife's operation

On the motion of Councillor Phil Casson, seconded by Councillor Andy Roach,.

The council RESOLVED to accept all apologies.

25-249 DECLARATIONS OF INTEREST

Cllr A Briers

Cllr Briers had nothing to declare

Cllr P Casson

Cllr Casson had nothing to declare

Cllr T Gillard

Cllr Gillard declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council and Leicestershire County Council

Cllr P Moulton

Cllr Moulton declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a ward member for the Thornborough Ward

Cllr A Roach

Cllr Roach had nothing to declare.

Cllr R Woodward

Cllr Woodward declared a **registerable interest** as

- a Director of Holly Hayes Woods
- a member of Whitwick Historical Group
- in the Quarry Liaison Group

Cllr M Wyatt

Cllr Wyatt declared a **registrable interest** in

- all matters relating to North West Leicestershire District Council

2025-07-10 Extraordinary Council Meeting Minutes DRAFT

Chairman's Initials

25-250 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-2025 (AGAR)

a) To receive the Annual Internal Auditor's Report 2024-2025

APPENDIX A

Received and noted by Members.

b) To consider recommendations or matters arising from the internal auditor's report

The Parish Clerk highlighted key details from the internal auditor's report.

2023-2024 Internal Audit Action Points were discussed and the clerk updated members of expected completion dates.

Standing Orders have been updated and approved.

Financial Regulations have been updated and approved.

Risk Assessment and Management Schedule has been updated and awaiting approval at the next Council Meeting in July.

Local Government Transparency Code training has now been completed by the Parish Clerk.

Cashbook entries were all correct this year with no errors found.

Management agreement for Walker Flats Allotments has been completed.

2023-2024 External Audit Action Points were discussed and the Clerk updated members of expected completion dates.

Section 1 and 2 of the AGAR still required minute numbers on the published documents. The clerk would ensure these published documents were updated.

The Notice of Conclusion of Audit had been published correctly.

Members were informed that Assertion 5 – Risk Management should have been a no as the Risk Assessment and Management Schedule had not been completed at that time.

2024-2025 Internal Audit Action Points were then discussed and reviewed.

Data protection and security – publishing supplier invoices with bank details still on them. The Parish Clerk informed members that none of the staff had received GDPR training, which was required for knowledge specifically related to Council duties and tasks.

RECOMMENDATION: the Parish Clerk completes council specific GDPR training with LRALC as the SLCC training was generic only, then will internally training the Deputy Clerk and Administration Assistant.

On the motion of Cllr Andy Roach, seconded by Cllr Tony Gillard,

The council RESOLVED that the Parish Clerk attend GDPR training at an approximate cost of £105.00 with LRALC.

Precept and Budget January 2024 for 2024-2025. The auditor had noted the minutes made no reference to specific figures. This was due to the Parish Clerk being on sick leave during the budget and precept period, so although the budget and precept had been discussed, the minutes needed to reflect the detail of that. The budget had been published.

Risk Assessment – again the auditor stated they would expect the Council to answer no to Assertion 5 this year as it had not yet been approved.

Salary Payments – One payment had been underpaid by £20 due to human error. The Parish Clerk explained the full documentary evidence had been provided to the auditor that showed it was human error, but as 1 mistake had been made, the auditor had to mark it as a no.

The Parish Clerk confirmed she would provide an updated report to Members at the September Council meeting to confirm all outstanding action from the Internal Audit had been completed.

On the motion of Cllr Tony Gillard, seconded by Cllr Andy Roach,

The council RESOLVED to accept all recommendations from the Internal Audit Report.

c) To complete and sign the Annual Governance Statement 2024-2025

APPENDIX B

The meeting Chair read out each item on the Annual Governance Statement and Members discussed as appropriate. The Parish Clerk advised that Assertion 5 should be recorded as a No as the Internal Audit advised, due to the Risk Assessment having been revised but not yet approved. Members agreed. The Parish Clerk advised that Assertion 7 should be recorded as a No as the Audit Action Points had not yet been completed. Members agreed.

**On the motion of Cllr Tony Gillard, seconded by Cllr Phil Casson,
The council RESOLVED that Members agreed the Council's responses, and the Annual Governance Statement had been completed and signed, ready for publication and submission to the External Auditor.**

d) To receive and sign the Accounting Statements 2024-2025

APPENDIX C

The Parish Clerk explained the Members had received these Statements in their pack. The Parish Clerk explained to Members that there were 2 sections of the Accounting Statements with significant variances that had been reported. Section 3 Total other receipts – this was a lower figure than last year due to an £18,500 grant being received in year 2023-2024, but no grants were received in 2024-2025. Section 9 Total fixed assets – The Parish Clerk confirmed she had found an accounting error in the spreadsheet submitted for year ending 31st March 2024. 2 areas of play equipment had been added up incorrectly for their net, vat and subsequent total value. These two sections of play equipment had also been missed from the overall total. Members had no further questions on the accounting statements.

Received and noted by Members. Members were in agreement for the statements to be signed by the Chair.

e) To receive and consider the bank reconciliation 2024-2025

APPENDIX D

Received and noted by Members.

f) To receive and consider the explanation of variances

APPENDIX E

The Clerk confirmed that the variances were as explained under item d – the Accounting Statements. No other questions were raised.

Received and noted by Members.

g) To receive and consider the breakdown of reserves held

APPENDIX F

The Parish Clerk advised members that Council had already carried out a review of the Reserves held during March and they would be reviewed again after 6 months. The current position with the reserves was advised to Members.

Received and noted by Members.

h) To agree the dates for the period of public rights

APPENDIX G

The Parish Clerk explained the proposed period of public rights dates.

The AGAR (Annual Governance & Accountability Return) must be approved and published before the inspection period starts.

The period must be exactly 30 working days and include the first 10 working days of July.

As we have missed this, this will be recorded in the External Auditor's Report and we may receive a fine. Members wished it to be noted and reported that our scheduled meeting was not going to be quorate so we had been unable to sign the statements for that time, which should be highlighted to the auditor.

The start date for the period cannot be until at least one day after the announcement.

The Announcement would be issued on the 10th of July, with the 30 working days period for Public Rights to begin on Friday 11th July 2025 and end on Thursday 21st August 2025.

**On the motion of Cllr Ray Woodward, seconded by Cllr Andy Roach,
The Council RESOLVED to approve the Period of Public Rights from 10th July 2025 to 21st August 2025.**

25-251 DATE OF NEXT MEETING

7pm Thursday 17th July 2025

7pm Thursday 18th September 2025

7pm Thursday 16th October 2025

Received and noted by Members.

25-252 FUTURE AGENDA ITEMS

To note that all future agenda items should be raised with the Parish Clerk for consideration.

Received and noted by Members.

The Chair thanked everyone for attending.

Meeting Closed: 11.26am

Chairman's Signature:

Chairman Name:

Date Signed: